

~~CONFIDENTIAL~~

9 August 1951

25X1A9a

MEMORANDUM FOR: [REDACTED]

FROM : [REDACTED]

SUBJECT : Breakdown of my job

1. I have two titles: Director of Clerical Training and Registrar (for all training). Since the two are quite unlike, I shall deal with each separately.

2. As Director of Clerical Training:

- (a) My basic mission is to, through training, keep all clerical employees in the Agency functioning at the highest level possible.
- (b) My major function is to make clerical training available wherever and whenever needed even in the case of very specialized requests.
- (c) At present my major tasks consist of continued supervision of instruction and curriculum in the [REDACTED] Pool, 25X1A6a the setting up of successive clerical refresher courses for Agency employees, and further exploration of the clerical needs of the Agency and of the ways to answer them.
- (d) Personnel support for this office now consists of one part-time secretary and one full-time clerical teacher. The two full-time clerical teachers at the D Street Pool are on Personnel's T/O. They are under my supervision only as far as instruction and curriculum go.
- (e) I have surveyed the Agency for clerical training needs, I have helped establish a regular training course in the D Street Pool under permanent instructors, I have supervised and directed one of the instructors in writing the original draft for the Correspondence Manual to be put out by Management, and I have set up clerical refresher courses for Agency personnel.

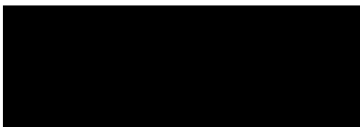
~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- (f) For the future we expect to expand our clerical training program (with the addition of more staff members) and hope to set up in some way a recurring orientation-to-the-Agency program geared to the interests and needs of clerical employees. Eventually I hope administrative courses for supervisors may be added to our program.

3. As Registrar:

- (a) My basic mission is to obtain and keep registrative data on every trainee, and to act as a clearing center between the Office of Training and all other offices in the administrative liaison details.
- (b) My major functions are to register all trainees, keep records on them accurate and current, to distribute to designated individuals evaluation forms on the trainees at the conclusion of their courses, and to supervise the transfer of records and data from current to archive files.
- (c) My major tasks now are to handle the registration of each new training group, to work out details of the flow of records and inform all groups of such procedures, to supervise transfer of current records into individual folders, to supervise typing and distribution of evaluation sheets for UTG/A and Clerical Refresher courses, and to direct the daily registration and typing of clearance letters for attendance at Defense School lectures.
- (d) Same secretarial support as indicated for clerical training.
- (e) The major tasks so far completed are the actual registrations of each group, and the working out of forms and procedures for this job.
- (f) I foresee little reason or time for anything more than keeping current with this entire process.

 25X1A9a

~~CONFIDENTIAL~~